

May 20th, 2017

Dear Cadre-mates,

Few days back ‘Sample APAR Pen Pictures’ were circulated with the objective of qualitative and quantitative improvement in APAR gradings. Some suggestions came from senior officers and ITS diaspora that, we have to improve the quality of writing self-appraisal also, in terms of using generic and bureaucratic jargons/ lingo.

An attempt is made to compile few work items in the underneath document. These work items can be used appropriately by individual officer as per their need. All officers are expressly requested to mention special achievements under the “Significantly Higher Achievements” column **invariably**, so as to enable the Reporting/ Reviewing officer to give better gradings.

Shri Sharad Trivedi, ITS-88 and Shri P K Mishra, ITS-93 deserves a round of applause for their valuable contribution in compilation of this document.

Regards,

With warm regards,

P S Jadon, ITS-1992

APAR SELF-APPRAISAL WRITING TIPS

1. General Administration of Telecom District xyz consisting of N revenue districts namely
2. Financial administration of Telecom district: Billing, Budgeting, and Accounting of Telecom District
3. Vigilance & legal Administration
4. Planning, Development and Operations of Telecom systems
5. Contract Management for procurement of goods and services
6. Co-ordination among various stakeholders especially State Government and local bodies.
7. Statutory duties viz. Appointing & Disciplinary Authority for officials, Principal Employer for contract workers.
8. Project conceptualization, planning, execution and monitoring.
9. Preparation of various regulatory reports, co-ordination with the regulatory and governmental agencies to effectively represent the organization's views on various regulatory issues.
10. Office automation and other e-initiatives.

Targets/ Objectives/ Goals :

1. Quantitative targets and achievements of development and operational items.....
2. Financial targets:
3. Billing and accounting of services, Budgeting, Sub-ledger preparation and reconciliation. Submission of Corporate Accounts.

APAR self-appraisal writing tips

4. Demand forecasting, Estimation, Tendering and Project Management.
5. Procurement of Goods and Services by inviting National Competitive Bids and their finalization after adhering to extant GFR/CVC guideline.
6. Establishment matters: Conducted DPCs, Transfer & Posting, Appointments.
7. Recruitment: Gap-study/ work study of manpower plan versus the existing staff strength, Formulation of recruitment rules. Recruitment of manpower with suitable competency by conducting departmental/ open examinations
8. Training: Enriching the employees with the knowledge required by the organization at respective levels. Capacity building for organization at various levels, creation of knowledge repository on IT platform for easy access to all the employees, engaging the external domain experts from academia and industry to keep the employees abreast with the environmental changes in respective domains particularly at higher levels.
9. Statuary Compliances of EPF Act, ESIC Act, Minimum Wages Act, Labour laws, Service law, Arbitration & Conciliation Act etc. and handling of legal matter related to them.
10. Handling of parliament Questions/ Assurances, ATNs (Action Taken reports).
11. Handling of RTI matters.
12. Staff Relations: Holding Local Council Meeting (LCM) & Joint Consultative machinery (JCM) etc.
13. Implementation of Government Project: USOF/ NOFN, NFS, SWAN, VPT provisioning, Internet Leased Lines for universities? Colleges/ schools.
14. Provision of concessional Telephone facilities to Freedom fighters, War widows etc.

15. Communication Arrangement during special occasions such as General Elections/ VIP Visit/Emergency arising out of
16. Communication Arrangement for mass gathering at Kumbh Mela/ Cricket Match etc.
17. Liaison with Law Enforcement Agencies
18. Public Outreach Programmes to bridge the digital divide/ to promote digital literacy/ financial inclusion schemes, etc.
19. Telecom Traffic Engineering to achieve required quality of service.
20. Induction of Energy efficient network elements/ Green Telecom.
21. Analysis and Formulation of tariff plans for services to increase tele-density.
22. Provision of Services in Rural Areas
23. Provision of Communication Services to Enterprises
24. Consultation with stakeholders
25. Public Grievances Redressal by holding Telephone Adalat & regular meetings of Committee for Excess Metering Complaints.
26. Special Recovery drives
27. Introduction/Automation of Citizen centric e-services
28. Weeding out of old records and Swachhta Abhiyan initiatives
29. Business Process Re-engineering for Ease of Business.
30. Consultation through Telephone Advisory Committee (TAC) for participation of public in

APAR self-appraisal writing tips

All officers must mention special achievements under the “Significantly Higher Achievements” column **without fail**.

Few examples are :

- Delivering any lecture/presentation etc. in seminar/training centre/institute/college etc.
- Participation/contribution in any committee/group other than your routine office responsibility e.g. in other wing of DoT/ Corporate Office, Circle Office, state govt, any inter-ministrial/ departmental/ organization committee.
- Submission of any paper etc.
- Working as IO/PO et. In departmental enquiries.
- Any award/appreciation received etc
- Any other non-conventional work/programme undertaken.
